**USHER/GREETER RESPONSIBILITIES**

Goal: to help with service details and to make all who enter feel welcomed!

1. **All people on the schedule should plan arrive at church no later than 9:40 AM.** The **Ushers and Hospitality Team member** can prepare the sanctuary for the service:
* Bring up the bulletins from the church office, if not already in the sanctuary.
* Post the hymn numbers on the boards on either side of the narthex.
* Bring up the flowers from the refrigerator downstairs, if not yet done.
* Place glasses of fresh water in both the pulpit and lectern.
* Prepare the acolyte tools.
1. **Greeters** can decide who wants which door – one should be at the main entrance and one at the rear. The **Hospitality Team** **member** will also be near the main entrance to extend a special welcome to newcomers and to encourage all to wear a name tag (permanent, preferably, or temporary), etc.
2. **Greeters** may leave their posts at the start of the service, the Hospitality Team member will cover greeting for latecomers.
3. After announcements, when the music starts for the Introit, **the Ushers** **will serve as acolytes** and light the candles on the altar.
4. The **Ushers** will do the collection at the time of the offering. The easiest way to move down the aisles uniformly is to go down the center aisle, separate and walk around to collect from the outside of the aisles – that way the ushers can easily watch each other and keep to the same pace.
5. At the close of the service, the **Hospitality Team member** will shepherd newcomers in Fellowship Hour, and the **Ushers** will be responsible for cleaning up the sanctuary:
* Pick up all stray papers, trash.
* Put away the hymn numbers.
* Straighten up hymnals and bibles in pew racks.

**PLEASE REMEMBER TO WEAR YOUR NAMETAGS!!!**